

STATE OF NEVADA OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

WESLEY K. DUNCAN Assistant Attorney General

NICHOLAS A. TRUTANICH Chief of Staff

NEVADA ATTORNEY GENERAL'S OFFICE Internship Application

Required Documents with Application:

- Resume
- Writing Sample
- Any press-related samples, if applicable

SECTION 1: APPLICANT INFORMATION

Last Name	First Name		MI
Mailing Address			Apt #
City	State	Zip Code	
Cellular Phone Ho	ome Phone		
Email Address			
What is the best form of contact	:? Phone Mail	Email	
SECTION 2: PLACEMENT INT	rerest		
When are you interested in perfe	orming an Internship/E	xternship?	
□ Spring (Jan. – April) □ Su	ımmer (May – Aug.)	□ Winter (Sep. –	Nov.)

Communication interns compile articles from news organizations, prepare press releases and media advisories, assist with responses to press inquiries, help with special projects and research on a wide range of statewide issues for communications and executive staff members, and assist in the preparation for press conferences which includes creation of background materials for media and general support. Communication interns work under the supervision of the Director of Communications.

Please provide a brief sta General's Office:	tement as to why you wa	ant to intern with the Nevada	Attorney
Please check all skills and	d abilities that apply to ye	ou:	
Microsoft OutlookMicrosoft WordMicrosoft PowerPointMicrosoft Publisher	□ Facebook	□ Bilingual (□ Typing (language) WPM)
SECTION 3: APPLICAN	T SCHOOL INFORMAT	ION	
Name of Undergraduate/	Graduate/Law School: _		
Class Year:			
Current Student Status:	Full-Time Student 🛭 🗆 F	Part-Time Student □ N/A	
Are you seeking academi	c credit for your Internsh	nip/Externship: □ Yes □ N	Ло
Internship Program Conta	act (first/last name and ti	tle):	

Contact's Phone Number:
Contact's Email:
Do you have any experience in communications? □ Yes □ No
If yes, please describe in detail the extent of your experience, what you have learned through your experience, and how your knowledge can be applied to this internship:
Are you currently or have you been a reviewer or editor of any academic journals, or has any of your written work been published? $\ \square$ Yes $\ \square$ No
If yes, please describe the process of becoming an editor, your current and past positions and the names of any essays or articles you have published:

SECTION 4: APPLICANT EMPLOYMENT HISTORY

Work Experience

Please list any work experience, whether volunteer or paid, for the past five years starting with the most recent. If you need additional space, an attachment page may be used.

Employer					
From/	/	To	/	/	Hour Worked Per Week
Supervisor:				Supe	rvisor's Phone Number:
Job Duties:					
Employer					
From/	/	To	/	/	Hour Worked Per Week
Supervisor:				Supe	rvisor's Phone Number:
Job Duties:					
Employer					
From/		To	/		Hour Worked Per Week
Supervisor:				Supe	rvisor's Phone Number:
Job Duties:					

Applications for the Fall (September-December), Spring (January-May), Summer (June-August) semesters are accepted on a rolling basis.					
Date available to begin internship:					
How many hours per week would you be available to intern:					
Proposed work schedule:					
Monday	Start time		End time		
Tuesday	Start time		End time		
Wednesday	Start time		End time		
Thursday	Start time		End time		
Friday	Start time		End time		

SECTION 6: RULES OF CONDUCT AND CONFLICT OF INTEREST

- As an intern, the Nevada Attorney General's Office understands that you may work or have previously worked in different roles outside of this office. Students who now work or have previously worked at a law firm, business, non-profit organization or other state agency must be especially sensitive to actual, apparent or perceived conflicts of interests involving diverse and sometimes conflicting roles. Please bring any concerns about actual or perceived conflicts to the immediate attention to our office. Any outside employment or volunteer work must be reported to our office so that a determination may be made as to whether any real or perceived conflicts exist.
- Internships with the Nevada Attorney General's office are contingent upon successful
 completion of FBI background check, National Crime Information Center background
 check, National Crime Information Justice System background check and a fingerprint
 criminal history check. Candidates for all intern positions must have a satisfactory
 criminal background check. Anything other than routine traffic violations may preclude
 you from obtaining an internship with the Office.

SECTION 6: APPLICANT CERTIFICATION

Required: By signing my name on the signature line below, I am certifying that the statements made by me on this application form and attachments (if any), are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal. I hereby certify that I am a United States citizen or legally authorized to work in the U.S. All statements made on this application, including employment information, are subject to verification as a condition of interning with the Nevada Attorney's General Office.

Applicant signature:	Date:
----------------------	-------

Email or Fax your application, resume, and any writing samples to the following:

For Internships in Carson City, Las Vegas and Reno:

Gina Long

Office of the Attorney General

555 E. Washington Ave., Suite 3900

Las Vegas, NV 89101 Telephone: 702.486.0831

Fax: 702.486.3768

Email: glong@ag.nv.gov